

FROM: TRAINING SUPPORT CENTER  
PROPERTY BOOK OFFICE  
BLDG # 229  
FORT HOOD, TX 76544-5056

DATE \_\_\_\_\_

TO: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ACCT NUMBER \_\_\_\_\_

( ) DA FORM 2062

( ) DA FORM 1687

EXP. DATE: \_\_\_\_\_

SUBJECT: UPDATE OF TSC HAND RECEIPT, DA FORM 2062 / DA FORM 1687

1. REFERENCE: SUPPLY UPDATE #14, AR 710-2, Para 2-5, DA PAM 710-2-1, PARA 5-3
2. THIS NOTICE IS TO ADVISE YOU OF (DELINQUENT TSC ACCOUNT). YOUR ACCOUNT WILL REMAIN CLOSED UNTIL YOU UPDATE YOUR DA FORM 2062 ( HAND RECEIPT ) / DA FORM 1687 ( NOTICE OF DELEGATION OF AUTHORITY ) WITH THIS OFFICE.

A. CONDUCT A COMPLETE PHYSICAL INVENTORY OF ITEM(S) ON LOAN FROM THE FORT HOOD TSC AND COMPLETE THE FOLLOWING ACTIONS:

(1). IF INVENTORY BALANCE DOES NOT AGREE WITH THE QUANTITY RECORDED ON DA FORM 2062, INITIATE ACTION AS INDICATED IN PARA 3, BELOW. IT IS NECESSARY FOR THE ACCOUNT HOLDER TO COME TO BLDG #229 TO VERIFY EQUIPMENT SIGNED FOR AND UPDATE THE DA FORM 2062 FOR INVENTORY ADJUSTMENTS.

(2). TSC HAND RECEIPT ACCOUNTS WILL BE ADJUSTED WHEN ONE (1) YEAR HAS ELAPSED SINCE RENEWAL OR CHANGE OF NEW HAND RECEIPT OFFICER OR NCO ( E-6 OR ABOVE ) OR WHEN A NEW PERSON IS NEEDED TO RECEIPT FOR PROPERTY SINCE LAST CONSOLIDATION. A DA FORM 1687, NOTICE OF DELEGATION OF AUTHORITY, WILL BE PREPARED AND SUBMITTED TO THE PROPERTY BOOK OFFICE, AT BLDG # 229.

3. ITEMS NO LONGER REQUIRED FOR TRAINING WILL BE TURN-IN TO THE TSC PROPERTY BOOK OFFICE AT BLDG #229. EXCESS TSC PROPERTY NOT RECORDED ON DA FORM 2062 MAY BE TURN-IN AS " FOUND ON POST ". EQUIPMENT THAT IS SIGNED FOR AND IS DAMAGED OR LOST WILL BE ACCOUNTED FOR IAW AR 735-11

4. IF YOU HAVE ANY QUESTIONS, PLEASE CALL MR. BERMEA, TSC PBO AT 1-817 287-2669.

E. BERMEA SR.  
PBO  
JCWSI, TSC